



November 12, 2024

To: All Potential Bidders  
From: Kelly Vu, Business Services Supervisor  
Re: RFI #1, Q & A, RFP #: TRCC-01-25

The purpose of this RFI (Request for Information) is to transmit "Questions and Answers" regarding the technical components of the RFP Horse Box Stall Cleaning, Horse Feeding, Daily Arena/Turnout Maintenance, and General Ranch Facility Maintenance. All terms and conditions of the original RFP remain unchanged.

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### Questions and Answers

1. pg. 24, 2(b) states "[. . . ] Submit photos of various **tents** requested. [. . . ]",

And

pg. 24, 3(f) states "[. . . ] from facility managers who have contracted Bidder's **event tenting and furniture services** [. . . ]"?

Answer: The document RFP #TRCC-01-25 has been revised. See Addendum #1.

2. I see you have an open bid opportunity for a General Ranch Facility Maintenance operators. I'm reaching out to you to find out how JTS Animal Bedding can be listed on the vendor supply list.

Answer: The District recommends that suppliers contact interested Bidders directly.

3. I am considering submitting a bid on the above referenced RFP. I want to confirm the mandatory meeting is still scheduled for next Tuesday, October 29, 2024 at 9:00 AM.

Answer: Yes.

4. I have a few concerns that have probably already been brought up by other potential bidders, they are as follow:

- A. The time frame of the RFP is very tight.

Answer: Refer to page 5, section E., for '*Tentative Schedule*'. The time frame of the RFP is consistent with other RFP time frames posted by the District. In addition, the District will not be entering into the 1 (one) year option extension with the current contractor and it is set to end/expire on December 31, 2024.

- B. All equipment to be less than five years old.

Answer: Refer to page 19, under 'Equipment', which states "*All equipment used to perform all facets of the "scope of work" must not be older than 5 years.*"

C. Initial term is only one year with three one-year options.

Answer: The agreement term for services shall be for January 1, 2025 - December 31, 2026 (2 years), with three (3) one (1)-year options to renew.

5. Are these requirements being reconsidered or open to negotiation?

Answer: The agreement term for these services shall be for January 1, 2025 - December 31, 2026 with three (3) one (1)-year options. Selected bidder must be able to perform the services beginning January 1, 2025, and there will be NO flexibility with this date as all terms and conditions listed in the RFP are fixed and non-negotiable.

6. Is the go-live date flexible while we procure equipment through State and Federal equipment surplus programs?

Answer: The agreement term for these services shall be for January 1, 2025 - December 31, 2026 with three (3) one (1)-year options. Selected bidder must be able to perform the services beginning January 1, 2025, and there will be no flexibility with this date as all terms and conditions listed in the RFP are fixed and non-negotiable.

7. Do I need to get my supplier's letter of intent? If required, what format or specific information should the letter include?

Answer: As part of the Scoring process, on Page 22, 3.e. states Bidder must provide a "*List of potential suppliers and how bidder has worked with them in the past.*"

8. During the walkthrough, we were told we are not responsible for the storm drain runoff, yet Exhibit C on page 28 states we must have a storm drain runoff plan. Can you provide specific details about our responsibilities in relation to this requirement?

Answer: Selected Bidder will be responsible for storm water drain runoff, per details listed in Exhibit C on page 28 of the RFP. The District is responsible for the bioswale located at the Ranch (which collects, filters, and infiltrates stormwater runoff).

9. Will listing two entities with "ranch" and "horses" on insurance coverage create a double-dipping issue?

Answer: Refer to pages 6, and 62 – 64 of the RFP, with details on Insurance Requirements found in Exhibit E. The name on the Certificate of Insurance must match the Contractor's name in the Agreement.

10. What are the defined performance standards and penalties? How will success be measured, and what happens if service levels are not met?

Answer: Refer to pages 17-18 of the RFP which details '*Standards of Performance*', and page 19 which details '*Inspections*', which references Exhibit D – Contractor Deficiency Report (page 32).

11. Are there any limits on equipment usage? Will I need to provide all equipment, or are certain tools available from the venue?

Answer: Refer to Section B. Scope of Work on page 14 of the RFP, where the following is stated, *"In performing these duties, selected Bidders must provide all services, equipment and related amenities relevant to the performance of these duties at TRCC. NO District equipment (including heavy equipment such as tractors, carts, water trucks, forklifts, etc.) will be provided, rented or loaned to selected Bidder."*

12. Are there mandatory certifications or licenses needed to qualify? For example, is equestrian management experience required?

Answer: Refer to page 13. A., which provides information on '*Minimum Requirements*'. As part of the scoring process, Bidders are required to provide information listed on page 24, under '*Experience and Ability to Perform*', of which the Scoring Committee will review, evaluate and score.

13. Are there any renewal or extension options? If the project goes well, is there potential for a multi-year engagement?

Answer: The agreement term for services shall be for January 1, 2025 - December 31, 2026 with three (3) one (1)-year options to renew.

14. Has the OC Fair ever awarded a contract to a DVBE or NVSA certified organization?

Answer: The OC Fair & Event Center offers DVBE Incentive depending on the percentage of participation. See RFP pages 5 and 6, under G.

15. What are the start-up and transition timelines? Are there any required ramp-up periods, and will the agency provide support during transition phases?

The agreement term for services shall begin on 12:01 a.m. on January 1, 2025. As the District will continue to manage TRCC, District staff will be on hand to assist with the transition process upon award of contract to selected Bidder.

16. How many staff, full time and part time does the current contractor have?

Answer: The current contractor has approximately 11 staff (7 FT, 4 PT).

17. It was noted the current contractor has (2) tractors onsite. Is one used as a back up and if so is this required?

Answer: The current contractor has two (2) tractors onsite with different features/capabilities. Due to unforeseen maintenance related breakdowns which can occur due to the daily use of tractors, including the engine, transmission, tires, attachments like the drag or leveler, etc., there has been a need to have multiple tractors on-site should one tractor be out of service due to the requirement of grooming arenas twice (2x) per day. The District is not responsible should Contractor equipment break down as Contractor must provide all services, equipment and related amenities relevant to the performance of the duties listed under the Scope of Work in the RFP.

18. What hours does the current contractor perform services?

Answer: The current contractor performs services between the hours of 4am to 4pm, generally.

Refer to page 16 of the RFP, which states the following for Horse Box Stall Cleaning - *“Work must be performed between the hours of 6:00 a.m. and 4:00 p.m.”*, and Horse Feeding - *“Horses must be fed two (2) times per day, seven (7) days per week, 365 days per year, at or around 7:00 a.m. and 3:30 p.m.”*, and Arena/Turnout Maintenance - *“Work to be performed between the hours of approximately 6:00 a.m. and 4:00 p.m.”*.

19. Is it correct that general ranch facility maintenance was not included in the previous contact and has been added to the new RFP?

Answer: Yes, *‘General Ranch Facility Maintenance’* on page 17 was not previously included in the current contract and or previous IFB and is new to this RFP.

20. Are overtime hours expected by the crew provided by the contractor? Does the current crew incur overtime?

Answer: Overtime can be expected due to last minute emergencies and or weather events which may cause delays in the delivery of services. Additionally, any last-minute requests that relate to the health and safety of horses that need to be addressed immediately may lead to unexpected overtime. Refer to page 18 of the RFP, under Standards of Performance, the last bullet point states, *“Selected Bidder MUST adhere to minimum wage standards set forth by the State of California. The State of California Industrial Wage Commission Wage Order 14 (updated January 2019), establishes protections for Agricultural workers. Information regarding Labor Codes and Wage Order 14 for agricultural workers can be found here:*

[\*https://www.dir.ca.gov/Iwc/IWCArticle14.pdf\*](https://www.dir.ca.gov/Iwc/IWCArticle14.pdf).

21. Are the arena daily maintenance times set in stone or is the contractor expected to make accommodations for special events, etc.?

Answer: Page 16 of the RFP, states *“Work to be performed between the hours of approximately 6:00 a.m. and 4:00 p.m.”* for Arena/Turnout Maintenance, additionally, the following is also stated in the same section, *“Selected Bidder shall drag and water the arenas and turnouts on a more frequent basis when required for weather conditions, or as may be reasonably required by the District.”* Accommodations to the schedule may be required due to weather conditions and or special events e.g., horse shows, clinics, etc.

22. If delivery of shavings or feed is delayed by the contractor's vendor, is the contractor ultimately responsible and required to produce by whatever means necessary to avoid uninterrupted care for the horses or will the District assist when needed?

Answer: Yes, as stated in the RFP, on page 14.B. the *“Selected Bidder must provide all services, equipment and related amenities relevant to the performance of these duties at TRCC.”*

23. Since the contractor is responsible for offloading of shavings and feed to designated storage areas, will there be a location to keep a contractor's forklift onsite?

Answer: Page 18 of the RFP states, under ‘Security’, the following, *“District will provide storage area for Selected Bidder’s vehicles and equipment, directly relating to the*

*contract, out of cooperation. Selected Bidder is responsible for the safety and security of vehicles and equipment and District is in no way responsible for loss or damage to vehicles and equipment stored on District property. Selected Bidder shall not store vehicles and equipment outside of area(s) designated by the District as storage.*

*Selected Bidder must provide an inventory list (including pictures) of any vehicles and equipment and its' purpose to be stored on District property. District management to approve and verify that only vehicles and equipment listed is stored on District property.”*

24. Does the District have ultimate say on which vendors are used for shavings and feed?

Answer: Selected Bidder is responsible for purchasing shavings and feed as stated on page 16 of the RFP. Selected Bidder to provide receipts of proof of purchase of shavings and feed when submitting invoice(s) to District. Refer to page 69.H.7., where the following is stated, “*Subcontracting of goods or services must be approved in writing by the District.*”

25. Is the contractor guaranteed a minimum number of horses to service monthly? How much does this fluctuate? How many serviceable horses occupied the facility two years ago compared to now?

Answer: The District does not guarantee a minimum number of horses to be serviced monthly, nor can speculate occupancy fluctuations and or patterns. Current Boarder Rental Agreements require a 2 week notice prior to move-out.

26. Why is this current contract going out to bid again when it has not fulfilled all five years? Could the District potentially go out to bid or cancel the new contract at any time? This would be pertinent considering the capital investment for arena maintenance equipment.

Answer: At the June 27<sup>th</sup>, 2024, OC Fair Board Meeting, OCFEC Board of Directors discussed as part of agenda item 9G.iii., not to move forward with the option year with the current contractor providing services for Horse Feeding, Box Stall Cleaning and Arena Maintenance. Rather, the District will go out with a Request for Proposals to see if better pricing could be achieved in order to pass any costs savings on to boarders. The discussions were independent and unrelated to the service that has been provided by the current contractor. The current contractor has been able to perform all of the services required as per their contract.

Refer to page 72, under Exhibit H, #18 states the following, “*The District reserves the right to terminate any contract at any time with or without cause by giving the Contractor notice in writing at least thirty (30) days prior to the date when such termination shall become effective. Such termination shall relieve the District of further payment, obligations and/or performances required in the terms of the contract.*”

27. With DG roadway and pathway maintenance being part of the General Ranch Facility Maintenance, it can be foreseeable that during the rainy season erosion would cause the need for extensive repair and maintenance. Will the contractor be able to bill extra for this?

Answer: Refer to C. Other Services, on page 30 of the RFP, where the following is stated “*Should it be determined that additional services are needed beyond the scope of this RFP, but related to Contractor's performance areas, Contractor shall provide those services at the fixed hourly rate provided on the Financial Proposal Bid Form for the personnel utilized to perform the work. The 32nd District Agricultural Association, OC*

*Fair & Event Center, reserves the right to decline services for any event or part of an event.*" The District would work with the Selected Bidder should any unforeseeable extensive repair and or maintenance be required.

28. The General Ranch Facility Maintenance requires a wide variety of tools for all the specified maintenance needs. Is the contractor expected to provide tools for all services including hand tools, power tools, welders, landscape tools, etc.?

Answer: Refer to Section B. Scope of Work on page 14 of the RFP, where the following is stated, "*In performing these duties, selected Bidders must provide all services, equipment and related amenities relevant to the performance of these duties at TRCC. NO District equipment (including heavy equipment such as tractors, carts, water trucks, forklifts, etc.) will be provided, rented or loaned to selected Bidder.*"

29. After the Orange County Superior Court ruling, it is expected that the invalid users will be vacating the facility, reducing the total number of horses to be cared for. Will there be a minimum number of horses so the contractor can staff a full crew at all times?

Answer: The District is not able to comment on matters involving litigation. Fluctuations, including reductions in occupancy may be expected. Current Boarder Rental Agreements require a 2 week notice prior to move-out. The District does not guarantee a minimum number of horses to be serviced monthly, nor can speculate occupancy fluctuations and or patterns. The Ranch Community Center has stalls available for interested boarders.

30. It seems many stalls have not been maintained. What steps are being taken to rectify this before a new contractor starts Jan. 1<sup>st</sup>?

Answer: The District continues to maintain stalls as needed. Refer to page 14 of the RFP, under 'Master Site Plan' for additional information.

31. Is a new contractor responsible for all deferred maintenance?

Answer: Selected Bidder will be responsible for *HORSE BOX STALL CLEANING, HORSE FEEDING, DAILY ARENA/TURNOUT MAINTENANCE, and GENERAL RANCH FACILITY MAINTENANCE*. The term "deferred maintenance", has not been mentioned, nor specified as part of the Statement of Work (SOW) to be performed.

32. What deferred maintenance will be present on the property when a new contractor takes over Jan 1<sup>st</sup>?

Answer: Please see answer to question #31.

33. What is the estimated dollar amount of deferred maintenance on the property?

Answer: Please see answer to question #31.

The California Construction Authority performed a Facility Condition Assessment on the fairgrounds which included the equestrian center. A summary of the EQC assessment (Zone 6) can be found in the 2020 Infrastructure Audit Report, which is accessible on the OC Fair website: <https://ocfair.com/public-information/ocfec-facilities-information-2/>. The summary is being provided for informational purposes only.

34. When was deferred maintenance taken care of prior to new contractor taking over Jan. 1?

Answer: Please see answer to question #31.

35. What is the estimated dollar amount of deferred maintenance expected to be when the new contractor starts Jan. 1<sup>st</sup>?

Answer: Please see answer to question #31.

36. Approximately one bag of shavings added per stall a day seems quite vague. What are the square footage requirements of shavings replaced?

Answer: Current bagged shavings used at the center are approximately 10.5 cubic feet. The Ranch Community Center has the following two (2) sizes for box stalls: 12' x 12' (144 sq. ft.), and 12' x 24' (288 sq. ft.).

37. If it goes over "one bag" or square footage requirement can the district be billed for this?

Answer: Bagged shavings currently sourced are approximately 10.5 cubic feet

Page 16, under *Horse Box Stall Cleaning*, it is stated that, "*Shavings must be purchased and provided by selected Bidder. Selected Bidder to provide receipts of proof of purchase of shavings when submitting invoice(s) to District. Selected Bidder is responsible for receiving, unloading, and storing shavings in designated storage areas upon delivery.*"

Per underlined area in the paragraph above, District is responsible for payment to Selected Bidder for the purchase of shavings upon proof of receipts submitted.

38. Can the contractor use bulk shavings?

Answer: Refer to page 69.H.7., where the following is stated, "*Subcontracting of goods or services must be approved in writing by the District.*" Bulk shavings may be used upon approval in writing by the District.

39. Is there a specification for type of shavings used?

Answer: Current shavings used are bagged, kiln dried Douglas fir (bag size is approximately 10.5 cubic feet), which is the preference.

40. Is there a specification to amount of shavings used to bed a new stall?

Answer: Approximately four (4) to six (6) bagged shavings are used to bed a new stall.

41. What types of wood composites are contractors allowed to use?

Answer: Softwood shavings e.g., Douglas Fir, pine, and spruce are preferred. No cedar or products made from black walnut due to the risk of toxicity, allergens, etc., to horses.

42. What other types of bedding are contractors allowed to use?

Answer: Please see answer above.

43. If stripping stalls, where do the uncontaminated shavings go?

Answer: Page 16, under Horse Box Stall Cleaning, the following is stated, “*Upon request by center management, stalls may be completely stripped of all shavings, down to the base floor/mats, when being permanently vacated by a horse.*” All shavings, contaminated/uncontaminated, being removed when stripping a stall should be disposed of in order to prevent potential disease transmission as a best practice.

44. Can shavings be recycled?

Answer: The District currently has a contractor that provides waste hauling services which includes the recycling of green waste; therefore, recycling of shavings is NOT part of the RFP Scope of Work.

45. What is the definition of foreign particles when it comes to a deep clean?

Answer: Foreign particles can include, but is not limited to the following: plastic substances e.g., water bottles and caps, rust, wood, hair (horse or human) and or hair accessories, leaves, feathers, twine/rope, tools, and or other debris or trash from human and or animal visitors.

46. What is the acceptable amount of contaminated bedding allowed to be left in stalls?

Answer: Page 16, under *Box Stall Cleaning*, “Deep cleaning is defined as the removal of manure and contaminated bedding (urine, water or other foreign particles).” Per the UC Davis Center for Equine Health – “A Guide: Minimum Standards of Horse Care in the State of California” (<https://vetext.vetmed.ucdavis.edu/sites/g/files/dgvnsk5616/files/inline-files/California-Minimum-Standards-2023.pdf>), page 27, under Recommended Standards, states, “*Excessive feces, urine, mud or other waste products must not accumulate within the housing enclosures or to the extent that these cause unhealthy conditions.*”

47. How often does the district provide a layout/map of stalls occupied that require service?

Answer: The District will communicate with Selected Bidder, any changes outside of the normal schedule (defined as those receiving services of twice per day feeding (AM and PM), and deep cleaning of horse box stall in AM, and spot cleaning PM), as changes are based off boarder requests.

48. How often do stalls occupied change?

Answer: The District cannot speculate occupancy fluctuations and or patterns. Current Boarder Rental Agreements require a 2 week notice prior to move-out. The Ranch Community Center has stalls available for interested boarders.

49. What is the average occupancy of the 60 horse stalls?

Answer: Refer to page 15 of the RFP states the following:

As of the release of the RFP current occupancy by private horse owners are as follows (date: 10/1/2024): Type Occupied Box Stalls: - Single, 12'x12'-47, Double, 12'x24'-4.

50. How close do feedings have to be to the 7am and 3:30 pm feeding times?

Answer: Current contractor has been providing daily feed at the following times: AM feed provided between 7-7:30am, PM feed provided between 3:30-4pm.

51. Are there other hay or feed options available?

Answer: Currently, the District offers the following feed choices: Alfalfa, Bermuda, Orchard, Timothy and Cubes (comprised of 75% alfalfa, 25% grass [oat, wheat, barley mixture]). Feed offerings are driven by boarder requests. Should requests for alternate feed choices come up, the District will consider those requests on a case-by-case basis. Boarders currently have the ability to purchase their own feed (not purchased by the District) for their horses.

52. What is the expected condition of water bowls going to be when bidder takes over?

Answer: Water bowls at the center are in “as-is” condition. The District continues to replace broken water bowls as needed.

53. There were a large amount of leaky water bowls in the walk through, how will this be resolved by Jan. 1<sup>st</sup>?

Answer: The District continues to maintain water bowls as needed.

54. I noticed a lot of waters with debris and contaminants in the walk through, how will this be resolved starting Jan. 1<sup>st</sup>?

Answer: The District continues to maintain water bowls as needed. As the question is not clear as to the type of “debris” and “contaminants” observed, we are unable to provide an answer.

55. What type of maintenance are typical for feed and water bowls?

Answer: Maintenance for feed and water bowls may include, but is not limited to:

- Secure placement in horse stall (as bowls may get loose, they need to be secured back in place as needed).
- For water bowls: Float assembly mechanism may wear down, including the rubber grommets and washers, therefore switching parts out may be necessary.
- Regular inspection to check for leaks and or cracks.

56. Who pays for new feed bowls/replacements. Is there a specific brand required?

Answer: The District will be responsible for the replacement supplies of District-owned feed bowls from normal wear and tear. Upon receipt of replacement supplies, Selected Bidder's staff will repair/replace. If feed bowls are damaged due to the negligence of others, including boarders and or Selected Bidder staff, the District will seek reimbursement and/or replacement for damages. In some instances, boarders have requested for approval from the District, the installation of specialized feed bins. Replacement of specialized feed bins due to normal wear and tear become the responsibility of the boarder who requested the installation.

57. Who pays for new water bowls/replacements. Is there a specific brand required?

Answer: The District will be responsible for the replacement supplies of District-owned water bowls from normal wear and tear. Upon receipt of replacement supplies, Selected Bidder's staff will repair/replace. If water bowls are damaged due to the negligence of others, including boarders and or Selected Bidder staff, the District will seek reimbursement and/or replacement for damages. In some instances, boarders have requested for approval from the District, the installation of specialized water bowls. Replacement of specialized water bowls due to normal wear and tear become the responsibility of the boarder who requested the installation.

58. Is bidder just responsible for repairs and not replacement costs of feeders and waterbowls?

Answer: Yes, Selected Bidder is responsible for the maintenance and repair of feeders and water bowls. Please see answers to Questions #56 and #57 above for additional information.

59. How is it decided if just repairs are needed vs. full replacement?

Answer: The question is unclear as it does not specify what items (tools, equipment, supplies, etc.) are in need of "just repairs vs. full replacement". If the intent of the question is related to feeders and water bowls, then the extent of the damage, coupled with contractor ability to fix damage, and availability of parts, would determine whether or not repairs vs. full replacement is needed. For example, if a water bowl is in overall good condition, but the floating device is not working and we are unable to find a replacement part to repair the floating device, in this instance, we would replace the whole water bowl to ensure functionality.

60. Why do the arenas and turnouts need to be watered twice a day?

Answer: Due to consistent, daily use by boarders, arenas and turnouts are watered twice a day in order to maintain the footing, help with dust control, and for safety as arena and or turnout footing must be kept damp enough to cushion the horse from impact.

61. Why do the arenas and turnouts need to be dragged twice a day?

Answer: Due to consistent, daily use by boarders, arenas and turnouts are dragged twice a day to maintain the condition of the footing, prevent debris buildup, to support footing mixtures and sand particle graduation, and combat the separation of layers so that the sand and footing additives remain evenly mixed.

62. What is the max number of times an arena needs to be dragged?

Answer: Refer to page 16, B., under Arena Turnout and Maintenance where the following statement is listed: "*Arenas and turnouts shall be dragged and watered at minimum, two (2) times per day, seven (7) days per week, 365 days per year, including weekends and holidays. Work to be performed between the hours of approximately 6:00 a.m. and 4:00 p.m.*"

Arenas have been dragged no more than two (2) times daily under normal weather conditions. Arenas have been dragged more for routine service or to help dry out arenas after rain and is determined based on the condition of the arenas.

63. What is the max number of times an arena needs to be watered?

Answer: Refer to page 16, B., under Arena Turnout and Maintenance where the following statement is listed: *“Arenas and turnouts shall be dragged and watered at minimum, two (2) times per day, seven (7) days per week, 365 days per year, including weekends and holidays. Work to be performed between the hours of approximately 6:00 a.m. and 4:00 p.m.”*

Arenas have been watered no more than two (2) times daily.

64. How is the frequency of the watering determined?

Answer: Please see answer to Question #63.

65. How is the frequency of the dragging determined?

Answer: Please see answer to Question #62.

66. What is the criteria of “maintaining arenas” due to weather?

Answer: Refer to page 16, B., under ‘Arena Turnout and Maintenance’, where information regarding the maintenance of arenas is listed.

67. Who is responsible for making sand bags?

Answer: Selected Bidder will be responsible for making sand bags. The District will provide the sand bags and footing material to place in sand bags.

68. How is it ensured that sand bags are the same material as the arenas?

Answer: Please see answer above.

69. What does “sealing the arenas” mean?

Answer: Sealing an arena is a process that involves grooming the surface with a drag or roller to smooth and or flatten the footing. This will help water drain away from the surface and into the base of the arena in order to reduce pooling for less drying time post rain event.

70. How often are arenas sealed?

Answer: Arenas are sealed on an as needed basis, driven by weather events e.g., rain. The District will notify Selected Bidder should arenas need sealing due to rain.

71. How does bidder maintain puddles? What is the criteria

Answer: Trenches can be created by Selected Bidder staff in order to help divert water from the surface of an arena or turnout.

72. Is bidder able to power wash debris down storm drain as seen during the 2023/2024 storms?

Answer: NO. If Selected Bidder is found to be illicitly discharging soil, silt, trash or debris into the storm water system they will be solely responsible to pay for the remediation of all illicit material that enter into the storm water catch basins. An Illicit discharge is any dry weather run-off that enters the storm water system. An example of this would be washing horses, cars, equipment or washing down the streets where the rinse water would then reach the catch basins. During a 'storm' event (as the question is referencing) it is not considered an illicit discharge because it is directly related to a storm.

73. Who provides footing material?

Answer: The District will be responsible for purchasing footing material.

74. What does it mean by "repacking" in or around arenas after weather?

Answer: Footing material may naturally drain out of arenas due to weather events e.g., rain. In this instance, "repacking" includes the collection of footing material in and around the sides of arenas and or adding additional reserve footing material to place back in and around the arenas where low points or soft spots may have occurred through the use of shovels, or other tools/equipment including a compactor.

75. What are the average sizes, shapes, and weight of Jumps, standards, and equipment in arenas/turnouts?

Answer: The following is an inventory:

- Standards
  - o Schooling (approximately 70), weights range from 20~25 lbs. each
  - o Wings (approximately 4), weights range from 40~50 lbs. each
- Poles
  - o 12' (approximately 70), weights range from 25~30 lbs. each
  - o 8' and 10' (approximately 10), weights range from 15~25 lbs. each
- Miscellaneous
  - o 12' gates/panels (approximately 4), weights range from 10~40 lbs. each
  - o 8' gates/planks (approximately 5), weights range from 10~40 lbs. each
  - o Boxes and coops (approximately 13), weights range from 10~40 lbs. each
  - o Dressage cones (approximately 42), weights range from 5~10 lbs. each
  - o Dressage pipes (approximately 36), weights range from 10~15 lbs. each

76. I see removal of jumps, standards, and equipment is required. Is replacement required. And if so on what timeline?

Answer: The District will be responsible for the replacement of jumps, standards and equipment as needed based on normal wear and tear, and based on the needs of the center. If any jumps, standards or equipment are damaged due to the negligence of others, including boarders and or Selected Bidder staff, the District will seek reimbursement and/or replacement for damages.

77. I see removal of jumps, standards, and equipment is required. Does anyone put them back, and if so how is it determined where those items are placed?

Answer: Selected Bidder is responsible for putting jumps, standards, and equipment back in arenas if and when removed. Trainers have assisted in the placement/set-up of jumps, standards, and equipment based on their program/lesson/training needs.

78. Who decides the integrity of the footing?

Answer: Currently, the District receives feedback from boarders, trainers, and input from contractor staff (current contractor has select, experienced Lead staff assigned to operate the tractor(s) and perform daily dragging, watering and regularly scheduled grooming of arena footing). Their feedback, along with other factors listed below, are considered when deciding the integrity of the footing:

- Age of the footing
- Activity level and uses
- Weather conditions/events
- Excessive dust
- Poor drainage
- Etc.

Please note that yearly restoration of arena footing will be the responsibility of the District and is NOT part of the RFP Scope of Work.

79. How long on average does it take to drag an arena?

Answer: Many factors are considered in the amount of time it takes to drag an arena including, but not limited to the following:

- Arena size
- Speed at which the arena drag is pulled
- Staff experience
- Type and quality of equipment being used
- Weather conditions
- Use of arena
- Type of footing in arena
- Etc.

As the District cannot speculate as to the depth of experience of Selected Bidder's staff, and or the type and or quality of equipment of an incoming Selected Bidder, among the other factors listed above, we are unable to provide an answer.

80. What are the drag requirements and standards

81. What depth is recommended for the drag

82. What types of drags are allowed to be used

83. What are the age restrictions on drags

For questions 80 to 83, many factors are considered in when determining drag requirements, standards, depth recommended, types of drags, etc., including, but not limited to the following:

- Footing type
- Arena usage
- Drag features

As the District cannot speculate as to the depth of experience of Selected Bidder's staff, and or the type and or quality of equipment of an incoming Selected Bidder, among the other factors listed above, we are unable to provide answers to those questions.

In addition, as this is a Request for Proposals, as part of the Scoring process, on Page 22, 3.a. states Bidder must provide a “*Description of prior experience; list projects Bidder has completed within the past ten (10) years that meet all required criteria.*” Bidders should be able to provide a description as to how their company will be able to meet the service requirements the District seeks as listed in the Scope of Work.

84. What type of maintenance and repair are typically needed for jumps, standards, and arena equipment?

Answer: Maintenance and repair typically needed for jumps, standards, and arena equipment include, but are not limited to the following:

- Sanding, painting and repairing of wood poles
- Sanding, painting and repairing of wood standards
- Repair and or securing of jump cups and or tracks
- Sanding, repair and painting of additional decorative elements like wings, fillers or boxes, etc.

85. What type of cleaning is required for community areas?

Answer: Cleaning of community areas include, but are not limited to:

- Wiping down picnic tables
- Cleaning of debris including spills, leaves, food waste, etc. and placing in designated trash receptacles
- Emptying trash containers/bins
- Cleaning aisles, pathways, roadways, etc., of trash, debris, organic matter, etc.

Please also see answer to Question #98.

86. What type of maintenance is included in the wash racks?

Answer: Maintenance of wash racks include ensuring that water spigots are functional, proper drainage, hoses are in working order and put away neatly to avoid trip or slip hazards, mats are evenly placed on wash rack surfaces, trash and or removal of debris and organic matter in/around wash racks, power washing of concrete block walls and or floors to maintain cleanliness of surfaces as needed.

87. What type of maintenance is included in the shoeing areas?

Answer: Maintenance of shoeing areas includes keeping mats evenly placed on shoe area surfaces, cross ties are functional and in good, working order, removal of trash and or debris and organic matter, including used horseshoes and pins, and power washing of concrete block walls and or floors to maintain cleanliness of surfaces as needed.

88. How often are inspections required of the existing stalls?

Answer: Stalls occupied by horses are inspected daily by contractor staff when performing feeding and cleaning duties. Additionally, District staff, performs walk throughs every other day (typically done on Mondays, Wednesdays, and Fridays) to inspect occupancy, feed labels, and other things in order monitor deficiencies.

89. What are the requirements that deem a stall in need of repair?

Answer: A stall may be in need of repair if there are visible holes in the stall walls, the doors do not open and or close securely, the presence of sharp/blunt edges, etc.

90. What are the requirements that deem a cross-tie in need of repair?

Answer: A cross-tie may be in need of repair if the post that the chains, rope or straps are not secure. If the chain, rope or straps to secure a horse are damaged. If tie rings and or clips are damaged/bent that you cannot properly secure a horse.

91. What are the definitions of fences for general facility maintenance?

Answer: For the purpose of this RFP, “fences” are defined as a barrier that keeps horses within a defined space.

Please refer to page 26, Exhibit A – The Ranch Community Center Aerial view. Areas that we consider having “fences” include: Mesa (Arena #1), Orange (Arena #2), Arlington (Arena #4), Dressage (Arena #5), Round Pen B, and Hot Walkers.

92. What are the definitions of panels?

Answer: For the purpose of this RFP, “panels” are defined as fencing to keep horses safe and secure.

Please refer to page 26, Exhibit A – The Ranch Community Center Aerial view. Areas that we consider having “panels” include: Turnout (Arena #3), Turnout A, and Round Pens C, D, E.

93. What gates are included in context to regular inspection and repair?

Answer: Gates to arenas, turnouts, round pens, hot walkers, and horse box stall gates are included in the context to regular inspection and repair. Entry gates located at Gate 9 and 9.5, including gates surrounding the perimeter of The Ranch Community Center and parking areas are not part of the RFP Scope of Work for regular inspection and repair.

94. What is the expected condition of feeders upon contractor starting Jan. 1<sup>st</sup>?

Answer: Feeders at the center are in “as-is” condition. The District continues to replace broken District-owned feeders as needed.

95. Who pays for replacement of water spigots?

Answer: The District will be responsible for the purchase of water spigots used for replacement of broken or damaged water spigots. Upon receipt of new water spigots, Selected Bidder's staff will replace broken ones. If any water spigots are damaged due to the negligence of others, including boarders and or Selected Bidder staff, the District will seek reimbursement and/or replacement for damages.

96. What is necessary for dust control throughout the facility?

Answer: Dust control measures throughout the facility include, but is not limited to the following:

- Using water to control dust
- Keeping concrete/asphalt areas clean of debris, trash and or organic matter

- Dusting of barn walls
- Etc.

97. Where are the general picnic areas located?

Answer: Please refer to page 26, Exhibit A – The Ranch Community Center Aerial view. General picnic areas are located adjacent to the area labeled “Office”.

98. Where are the general visitor/public areas located that require cleaning?

Answer: Please refer to page 26, Exhibit A – The Ranch Community Center Aerial view. General visitor/public areas include barn aisles, pathways and roadways (including those made up of concrete, asphalt or decomposed granite), parking lot, grass areas (located on the south sides of Mesa (Arena #1), Orange (Arena #2), and Round Pen B. And other areas where the public may congregate and or participate in activities including all facility arenas, turnouts, round pens, hot walkers, wash rack, shoeing area, box stalls, trailer parking areas, cross tie areas, etc.

99. What is the square footage of the maintenance yard areas for feed, bedding tools, and equipment?

Approximate sizes for District storage areas are as follows:

- EQC Shop/Storage - 56' x 28'
- Storage #1 (covered) - 22' x 26'
- Storage #2 - 20' x 26'
- Storage #3 (covered) - 12' x 25'
- Storage #4 - 22' x 20'
- Storage #5 (container – 8' x 20')

100. The general landscaping mentions regular watering of plants, weeding, and light trimming of trees, bushes and hedges as needed. Is it strictly limited to these activities or is there additional work expected?

Answer: No additional work outside of what has been specified is expected.

101. What are the exact requirements on “smoothing out” community areas, walkways, barn aisles after a weather event?

Answer: For the purpose of this RFP, the “smoothing out” of community areas, walkways, barn aisles after a weather event are defined as areas comprised of decomposed granite (dg). For example, after rain, dg areas can soften, erode and become muddy, causing uneven surfaces. In order to smooth out the uneven surfaces, trenches can be dug out with shovels to allow for water runoff, additional dg or sand can be added and packed in to fill in holes, and the use of a tractor bucket to drag areas to make level may be needed.

102. Why are employees not able to stay overnight? Many labors live on the overall property during the fair?

Answer: There is no housing available at The Ranch Community Center, nor has long-term housing been approved. Camping offered during special events including the OC Fair is provided due to limited stays with a maximum of no more than 60 days per year.

103. What does the overall outline that the district has for its visual inspections look like?

Answer: District staff, performs walk throughs every other day (typically done on Mondays, Wednesdays, and Fridays) to inspect occupancy, feed labels, trip hazards, etc., in order monitor deficiencies.

104. What storage areas are available for the tractor and water truck?

Answer: Please refer to page 26, Exhibit A – The Ranch Community Center Aerial view. Tractor(s) can be stored in the area labeled ‘Corporation Yard’, and a water truck can be stored in the area labeled ‘Trailer Parking’, or any other area designated by District staff.

105. What is prevailing wage?

Answer: Information regarding Labor Codes and Wage Order 14 for agricultural workers can be found here: <https://www.dir.ca.gov/lwc/IWCArticle14.pdf>.

106. What repair materials is the bidder responsible?

Answer: The question is unclear as it does not specify what is in need of “repair”? If the intent of the question is related to the repair of items e.g., feeders, water bowls, fences, panels, etc., the District is unable to speculate on “repair materials” Selected Bidder would be responsible for without context.

107. Many mats in the stalls are in disrepair. How will the district rectify their condition prior to Jan 1<sup>st</sup>?

Answer: The District will be responsible for the replacement of District-owned stall mats from normal wear and tear as needed. If stall mats are damaged due to the negligence of others, including boarders and or Selected Bidder staff, the District will seek reimbursement and/or replacement for damages. In some instances, boarders have purchased their own stall mats with approval from the District, to be used in their horse’s stall. Replacement of those mats are the responsibility of the boarder.

108. There were extensive amounts of rat feces present throughout the facility. Who is responsible for removing this biohazard?

Answer: Rats and mice are common at any facility, including barns, where there is ample supply of livestock feed and water. In addition to various livestock feed and water, boarders, visitors and staff alike bring food and drink on the premises which can also attract the rodents. The District has contracted with a pest control service to provide rodent control.

109. Will the rat feces be removed prior to Jan 1st?

Answer: Please see answer to question above.

110. What steps will be taken to fix arena railings? There are dozens of broken railings and facets. How will this be rectified so that the new operator is not accused of damage?

Answer: The District is responsible for fixing arena railings as needed. A thorough walk-through can be provided with Selected Bidder in order to establish the condition of the existing arena railings as it applies to the Scope of Work (SOW) for services. During the walk-through, photos may be taken of arena railings for our records.

111. Is there going to be photo records of each stall/area prior to Jan 1st so that it is properly documented and accounted for?

Answer: Selected Bidder is welcome to take photo records of each stall/area upon the award of a contract for record keeping.

112. Is the tractor age counted by engine miles?

Answer: Please visit the California Air Resources Board – A Guide to California’s Clean Air Regulations for Heavy-Duty Diesel Vehicles:

<https://www.aqmd.gov/docs/default-source/ab-617-ab-134/steering-committees/east-la/email-correspondence/may-17-2019/attachment-carb-handout-english.pdf>

113. How are the rings supposed to be watered. What is the delivery system?

Answer: Refer to page 16, B., under Arena Turnout and Maintenance where the following statement is listed: *“Arenas and turnouts shall be dragged and watered at minimum, two (2) times per day, seven (7) days per week, 365 days per year, including weekends and holidays. Work to be performed between the hours of approximately 6:00 a.m. and 4:00 p.m.”*

As this is a Request for Proposals, as part of the Scoring process, on Page 22, 3.d. states Bidder must provide an *“Operations plan describing how Bidder will manage the District’s deadlines, scheduling needs and expectations.”* Bidders should be able to provide a description as to how their company will be able to meet the service requirements requested by the District as listed in the RFP Scope of Work.

114. Will they be flexible with the go live date for this RFP?

Answer: The agreement term for these services shall be for January 1, 2025 - December 31, 2026 with three (3) one (1)-year options. Selected bidder must be able to perform the services beginning January 1, 2025, and there will be NO flexibility with this date as all terms and conditions listed in the RFP are fixed and non-negotiable.

115. Would the awarded Contractor or its affiliates be permitted to operate an additional business at the OCFEC, for example riding lessons, equine therapy, etc. or would this present a conflict of interest?

Answer: The document RFP #TRCC-01-25 has been revised as follows (Addendum #2):

RFP, PART V, STATEMENT OF WORK (SOW) TO BE PERFORMED

Page 19, After the last paragraph *“Equipment”*

Add: Conflict of Interest

*"The Winning Bidder (Contractor) shall not engage in the operation of another related business at the Ranch Community Center other than providing the services of HORSE BOX STALL CLEANING, HORSE FEEDING, DAILY ARENA/TURNOUT MAINTENANCE, and GENERAL RANCH FACILITY MAINTENANCE as outlined in the contract terms. For example, the Winning Bidder (Contractor) cannot also board horses, provide training services onsite, or sell feed and or bedding to outside clients."*

All other terms and deadlines remain unchanged.

116. Would the awarded Contractor or its affiliates be permitted to board a horse(s) at the OCFEC or would this present a conflict of interest?

Answer: Please see answer above.

117. When will the stalls be renovated prior to new contractor taking over?

Answer: The District continues to maintain stalls as needed. Refer to page 14 of the RFP, under '*Master Site Plan*' for additional information.

118. What is the timeline for fixing leaky water bowls?

Answer: The District continues to maintain water bowls as needed. Timelines for fixing leaky water bowls are dependent on a variety of factors which may include severity of damage, availability of parts/tools to repair, etc.

119. How will maximum stall occupancy be accounted?

Answer: Refer to page 14 of the RFP where the following is stated: "*HORSE BOX STALLS Inventory of horse stalls are as follows: - 137 Box Stalls (12x12) • 77 of which are for TRCC community programs • 60 of which are available for private boarding - 13 Double Stalls (12x24) • 9 of which are for TRCC community programs • 4 of which are available for private boarding.*"

120. What is expected horse occupancy starting January 1st?

Answer: Refer to page 15 of the RFP where the following is stated: "*As of the release of the RFP current occupancy by private horse owners are as follows (date: 10/1/2024): Type Occupied Box Stalls: - Single, 12'x12'-47, Double, 12'x24'-4.*"

The District cannot speculate occupancy fluctuations and or patterns. Current Boarder Rental Agreements require a 2 week notice prior to move-out. The Ranch Community Center has stalls available for interested boarders.

If you intend to submit a bid in response to this RFP, please send an email to [rfp@ocfair.com](mailto:rfp@ocfair.com) to confirm that you have received this RFI No. 1.

*-End RFI #1-*